

Program 2753-S (8/01)
Specifications by: JRH
Reviewed by: WB

U. S. GOVERNMENT PRINTING OFFICE
Dallas, TX

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Airworthiness Directives

as requisitioned from the U. S. Government Printing Office (GPO) by the

Department of Transportation

Single Award

The term of this contract is for the period

beginning September 1, 2000 and ending August 31, 2001

BID OPENING: Bids shall be publicly opened at 3 p.m., prevailing Dallas, TX time, on
August 24, 2000.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within the Oklahoma City, OK commercial zone as defined by the Interstate Commerce Commission.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

Page 6 – GOVERNMENT TO FURNISH – Revised.

Page 7 – DISTRIBUTION – Revised.

Additional lesser changes are scattered throughout.

Questions concerning this contract should be directed to JoAnn Hargis, telephone (214) 767-0451 (No collect calls).

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standard for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy

FACSIMILE BIDS: The solicitations provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 11" (Dated 2-99), published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

RECOVERED MATERIALS PROGRAM (contd.):

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000 through August 31, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U. S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit

on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the items of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

PAYMENT: Submit all voucher to: Comptroller, Stop FMCE, Office of Financial Management, U. S. Government Printing Office, Washington, DC 20401.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of brochures and the overprinting of envelopes requiring such operations as film making, printing, binding, packing, and distribution.

TITLE: Airworthiness Directives.

FREQUENCY OF ORDERS: Approximately 150 orders per year.

QUANTITY:

- (a) Quantities from 500 copies up to and including 2,000 copies: Approximately 125 orders per year. Approximately 500 to 2,000 copies per order with an average of 1,000 copies per order.
- (b) Quantities over 2,000 copies up to 100,000 copies: Approximately 20 orders per year. Approximately 2,001 to 100,000 copies per order with an average of 10,000 copies per order.
- (c) Quantities over 100,000 copies: Approximately 5 orders per year. Approximately 100,001 to 200,000 copies per order with an average of 150,000 copies per order.
- (d) Envelopes (supplied by the contractor): Required on approximately 4 of the orders per year. Approximately 6,000 envelopes per order.

NOTE: Contractor to preprint envelopes when specified on the print order, store envelopes at no additional cost to the Government, and use as necessary throughout the term of the contract [approximately 158 envelopes per each of the 125 orders, the balance will be split between the orders for ((b) and (c) above].

NUMBER OF PAGES: Approximately 2 to 24 pages per brochure per order. Approximately 60 orders per year will consist of 4 pages per brochure and approximately 75 orders per year will consist of 8 pages per brochure.

TRIM SIZE: Brochures: 8-1/2 x 11".
Envelopes: 6 x 9".

GOVERNMENT TO FURNISH: Electronic media produced on an IBM compatible PC using Microsoft Word 95. The media will be mostly text matter with an occasional graphic scanned into the Word document. Mailing indica.

Address will be furnished in Excel CSV (common delimited) format. Labels are in zip code sequence per each file submitted. Destination bar code required on each address.

Print orders.

The department will furnish the above material via File Transfer Protocol or by E-mail.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

NOTE: Because airworthiness directives are laws that affect air safety and because some of them are of an emergency nature, electronic transmission downtime is not an excuse for delay of the order. In the event of an emergency AD and the electronic transmission methods are temporarily unavailable for whatever reason, physical pickup of the materials furnished by the department would be necessary. Disc, Cheshire labels, and/or camera-ready copies would be provided by the department.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish", necessary to produce the product(s) in accordance with these specifications.

FILMS: The contractor must make all films required. Films may be opaqued on either the emulsion or non-emulsion side.

STOCK/PAPER: The specifications for all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated Feb. 1999.

Text: White Writing, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code D10.

Envelopes: Open side or open end, brown or white kraft, basis size 17 x 22", 24 to 32 lbs. per 500 sheets, size 6 x 9".

PRINTING: Print head-to-head in black ink. **NOTE:** Occasionally some pages may require multiple exposures to be performed (at contractor's expense) on one plate.

Envelopes: Print face and back in black ink.

Ink Requirement: If lithographic inks is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 10 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Adequate gripper margins throughout.

BINDING: Bind as indicated on the print order.

- (a) 2-page brochure: Fold the 8-1/2 x 11" sheet to 4-1/4 x 5-1/2", postal indicia out.
- (b) 4-page brochure: Fold the size 17 x 11" sheet to 8-1/2 x 11: with an additional fold to 8-1/2 x 5-1/2", postal indicia out.
- (c) 8-page brochure: Saddle-wire stitch in two places and trim three sides (contractor may paste on fold in lieu of stitching). Each product must contain complete 4-page signatures after trimming.

Additionally, soft fold brochures from 8-1/2 x 11" to 8-1/2 x 5-1/2", postal indicia out.

- (d) 12-page (or more) brochure: Saddle-wire stitch in two places and trim three sides (contractor may paste on fold in lieu of stitching). Each product must contain complete 4-page signatures after trimming. Additionally, soft fold brochures from 8-1/2 x 11" to 8-1/2 x 5-1/2", postal indicia out.

PACKING:

Mailed Shipments: Single copies, except those sent to foreign destinations, must be mailed as self-mailers (majority of the copies).

Single copies sent to foreign destinations must be inserted into envelopes. Approximately 158 copies per order.

LABELING AND MARKING:

Mailed Shipments: Jet spray address and destination bar code to the back of each copy mailed singly as self-mailers and to each unit of mail packaged in kraft envelopes.

INSPECTION SAMPLES: When indicated on the print order or otherwise requested, two samples shall be sent for inspection to: U . S. Government Printing Office, Regional Printing Procurement Office, 1100 Commerce Street, Room 7B7, Dallas, Texas 75242, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DISTRIBUTION: Mail f.o.b. Oklahoma City, OK bulk mail center, all mailed copies and deliver f.o.b. destination the balance to: FAA, 6500 South MacArthur Blvd., Oklahoma City, OK, Multi-Purpose Building, AMI-700B, Room 21 (dock area).

NOTE: Contractor to sort all copies to be mailed to receive the 3/5 digit pre-sort zip code discount in accordance with the U. S. Postal Service Domestic Mail Manual.

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

All mailing shall be made at the First Class rate.

All copies mailed must conform to the appropriated regulations in the U. S. Postal Service manual for "Domestic Mail" or "International Mail" as applicable.

NOTE: Contractor to fax a copy of the invoice on completed jobs within 3 workdays to: FAA/MMAC/AMI-700B, Fax number (405) 954-4976.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form

712-Certificate of Conformance (Rev. 1-85), supplied by GPO, and the appropriate mailing statement or statements, supplied by USPS.

Orders which result in mailings of less than 400 pieces or less than 50 lbs. will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Form (or equivalent) with the voucher for billing.

Upon completion of each order, all furnished camera copy must be returned **with one sample copy** and a photocopy of Postal Form 3602-G (listing time, date, and charges) as proof of shipment, to the Department, see "Schedule" for address, Attention of Ruth Ann Fletchall, AMI-700B.

All expenses incidental to returning materials and furnishing sample copies, must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material will be sent via File Transfer Protocol or E-mail or must be picked up (at contractor's expense) from FAA, Mike Monroney Aeronautical Center, Multi-Purpose Building, Room 2, AMI-700B, 6500 South MacArthur Blvd., Oklahoma City, OK. Furnished material will be available for pickup 1 hour after notification.

The following schedule begins the workday after electronic transmission of material is complete or the notification of the availability of print order and furnished material

Complete production and distribution must be made as follows:

- (a) Approximately 15% of the orders within 1 workday.
- (b) Approximately 15% of the orders within 2 workdays.
- (c) Approximately 70% of the orders within 3 to 5 workdays.

Exception: Approximately 5 of the orders will require furnished material to be picked up by 4:00 PM, and complete production and distribution (delivered to the Department and/or placed in the mail) by 8:00 AM the next day. Approximately 15 orders will require furnished material to be picked up by 12:00 noon, and complete production and distribution (delivered to the Department and/or placed in the mail) the same day. This requirement includes Saturdays, Sundays, and holidays.

The ship/deliver date indicated on the print order is the date products ordered must be delivered/mailed to the destinations(s) specified.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce orders for 12 months under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

	(1)	(2)
I.	(a)	10
	(b)	60
	(c)	75
	(d)(i)	5
	(ii)	3
	(e)	4

8,000
1,050
1,200
500
300
240

II.	(a)	240
	(b)	10,750

III.	3%	NOTE: Contractor's Premium Payment in the "Schedule of Prices" Item III, will be applied to 3% of contractor's aggregated bid.
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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for mailed shipments and f.o.b. destination for the balance of the order.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will prorated at the per 100 rate.

Cost of all required paper must be charged under Item I.

Cost of all required envelopes must be charged under Item I.

I. PRINTING AND BINDING:

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) 2-page brochure.....	\$_____	\$_____
(b) 4-page brochure.....	\$_____	\$_____
(c) 8-page brochure.....	\$_____	\$_____

(d) 12-page or more brochures:

(i) Complete 12-page brochure.....\$_____ \$_____

(ii) Each add'l 4-page signature.....\$_____ \$_____

(Initials)

Makeready
and/or Setup
(1)

Running Per
100 Copies
(2)

(e) Envelopes: Printed face and back
(includes cost of envelopes).....\$_____ \$_____

II. ADDITIONAL OPERATIONS:

(a) Jet spraying addresses on envelopes.....per 100 labels.....\$_____

(b) Jet spraying addresses on self mailers.....per 100 labels.....\$_____

III. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items. Premium payments will be authorized when material is picked up and distribution is made the same day. A percentage is to be added to the total cost of each order, when authorized.

Percentage increase.....%

My production facilities are located within the assumed area of production.....yes _____no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material_____

a. Number of hours from acceptance of print order to pickup of Government Furnished Material.....

b. Number of hour from pickup of Government Furnished Material to delivery at contractor's plant.....

2. Proposed carrier(s) for delivery of completed product_____

- a. Number of hours from notification to carrier to pickup of completed product_____
- b. Number of hours from pickup of completed product to delivery at destination_____

(Initials)

BIDDERS NAME AND SIGNATURE: Fill out and return the following:

- (a) Two copies of all pages in "Section 4. - Schedule of Prices", initial or sign each in the space provided.
- (b) Two copies of GPO Form 910, "Bid". DO NOT ENTER BID PRICES ON GPO FORM 910.
Note: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder_____

(City and State)

By_____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

LOCATION OF POST OFFICE: All mailing will be made from the_____

Post Office located at Street Address_____

City_____, State_____, Zip Code_____

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